

REVENUE DEPARTMENT



JOB RE-ANNOUNCEMENT

		POSTING DATE 06/30/06	
		ANNOUNCEMENT NUMBER 060-06	CLOSING DATE 07/10/06
JOB TITLE/JOB CODE NUMBER Accounting Clerk 40807		PAYGRADE 009	SALARY RANGE (MONTHLY) \$1,621.28 - \$2,836.70
UNCLASSIFIED Unclassified		POSITION # 00125490	
DIVISION Compliance		UNIT NAME/LOCATION Macon Regional Office	
THIS ANNOUNCEMENT IS OPEN TO:			
<p>A. <input type="checkbox"/> CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.</p> <p>B. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.</p> <p>C. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.</p> <p>D. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.</p> <p>E. <input type="checkbox"/> EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.</p> <p>F. <input type="checkbox"/> PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site http://thejobsite.org/</p> <p>G. <input checked="" type="checkbox"/> ALL QUALIFIED APPLICANTS.</p>			
SUBMIT <u>TWO</u> COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.			
Applications should be submitted to: Georgia Department of Revenue Human Resources, Suite 2225 1800 Century Blvd., NE Atlanta, Georgia 30345-3205			
If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)			
GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION			
Under general supervision, this position is responsible for performing general accounting duties related to the daily operations of the Department of Revenue. Responsibilities include data verification, accounts payable and travel data entry, account reconciliations, and related duties.			
MINIMUM TRAINING AND EXPERIENCE			
Completion of one basic bookkeeping course at either high school, vocational or business school, or collage or university level which provided training in accounting clerical areas OR One year experience performing clerical tasks which provided some training in accounting clerical areas.			
PREFERRED QUALIFICATIONS			
One year of experience in a customer service environment. One year of experience performing clerical tasks of routine difficulty. One year of Microsoft Office experience. One year of experience in accounts payable/accounts receivable. One year experience working in a collection environment. One year experience in reconciling routine accounting records. One year of experience in ordering supplies and maintaining inventory, distributing mail, typing, answering the phone and/or related duties. Must be able to meet the terms and conditions of employment for the Macon Regional office of the Compliance Division			
COMMENTS			

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.